

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Findings and Corrective Action:

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	107	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:27 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:05 AM	Going forward we will be providing each household with a letter informing each household what their determination was. Date of implementation 9-7-2017.
	Flagged Linda Scarpa 07/25/2017 02:49 PM	The SFA must provide written notification to each household of the denied benefits. The notification must advise the household of the reason for denial, the right to appeal, and the ability to reapply for benefits at any time during the school year. It is strongly suggested that a SFA representative watch the Certification & Benefit Issuance Determining Officials webinar, which can be located in SNEARS under the Training Tab, for further guidance. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	112	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:27 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:08 AM	As of 9-7-17 we have placed the benefits which were determined on the master eligibility list. We are currently using Genesis to assist in the completion of this task.
	Flagged Linda Scarpa 07/25/2017 02:50 PM	
	Flagged Linda Scarpa 07/25/2017 02:49 PM	The benefit issuance system must identify how eligibility was determined (e.g., through an application, direct certification and/or migrant/homeless/runaway/foster with a letter, etc.) The State Agency Master Eligibility List (#128) is recommended because it includes all required information. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	115	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:27 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:10 AM	As of 9-7-17 The genesis program transfers all eligibility information into the MEL.
	Flagged Linda Scarpa 07/25/2017 02:50 PM	There is no benefit issuance document available.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	116	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:28 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:13 AM	As of 9-7-17 the determinations on the MEL are manually transferred to a coded roster.
	Flagged Linda Scarpa 07/25/2017 02:50 PM	There was no benefit issuance document. This must be developed.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	117	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:28 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:13 AM	As of 9-7-17 an MEL has been developed in Genesis.
	Flagged Linda Scarpa 07/25/2017 02:51 PM	A benefit issuance document was not available.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	118	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:28 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:15 AM	As of 9-7-17 the genesis program updates the MEL as changes occur.
	Flagged Linda Scarpa 07/25/2017 02:51 PM	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision on a students eligibility status. Changes in eligibility which result in decreased benefit levels must be made as soon as possible, but no later than 10 operating days of the date the SFA makes the final decision on the students' eligibility status. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	119	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:29 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:17 AM	As of 9-7-17 the changes will be input manually on the MEL.
	Flagged Linda Scarpa 07/25/2017 02:52 PM	
	Flagged Linda Scarpa 07/25/2017 02:51 PM	The SFA must update student eligibility status when there are changes in eligibility made after the initial approval process (due to verification results, transfers, reported change in household income, etc.). If any change is made, the determining official must update the benefit issuance document with the new eligibility and date of change. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Form Name	Off-Site Assessment Tool	
Question #	120	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:29 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:19 AM	For all categories changes will be made to MEL and coded roster as soon as received. date 9-7-17
	Flagged Linda Scarpa 07/25/2017 02:55 PM	
	Flagged Linda Scarpa 07/25/2017 02:55 PM	
	Flagged Linda Scarpa 07/25/2017 02:55 PM	SFAs must update the point of service and benefit issuance documents when new students are approved, students transfer or withdraw and/or if a new certification document (DC/application) is not approved by the end of the 30 day carryover period. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	200	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:30 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:20 AM	As of 9-7-17 the verification collection report will be processed correctly.
	Flagged Linda Scarpa 07/25/2017 02:56 PM	The SFA must only verify the number of applications indicated in Part 1 of the Verification Collection Report in SNEARS. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The SFA must not verify more than or less than the sample size indicated in Part 1 of the Verification Collection Report and must not verify 100% of the applications. If the SFA verified less than the required sample size, additional applications must be verified. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	203	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:30 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:22 AM	As of 9-7-17 the verification process will be implemented correctly. training video was viewed in September 2017.
	Flagged Linda Scarpa 07/25/2017 02:56 PM	The SFA did not conduct the verification process according to regulations. The verifying official should watch the How to Conduct the Verification Process webinar, which can be located in SNEARS under the Training Tab, to better understand the process. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	301	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:33 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:23 AM	As of 9-7-17 this will be tracked via coded roster.
	Flagged Linda Scarpa 07/25/2017 02:56 PM	The point of service meal count system must provide an accurate count of reimbursable meals served by free, reduced and paid categories (e.g. coded roster, coded tickets, POS system). Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	302	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:32 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:25 AM	As of 9-7-17 all paper applications and supplemental documentation will be filed.
	Flagged Linda Scarpa 07/25/2017 02:56 PM	
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	303	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:32 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:42 AM	Going forward we will be providing training to Employees responsible for counting meal. Date 9-7-17
	Flagged Linda Scarpa 07/25/2017 02:57 PM	In order to ensure cashiers and substitute cashiers accurately count and claim meals, training is required. Staff must understand the importance of correctly counting every student who receives a meal and ensuring that the student has selected a reimbursable meal. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	304	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:33 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:34 AM	As of 9-7-17 school secretaries have updated daily meal counts for breakfast and lunch every day and submit at the end of the month.
	Flagged Linda Scarpa 07/25/2017 02:57 PM	The SFA must obtain daily meal counts by category from each school's point of service system used (e.g. coded roster, coded ticket, POS system). Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	306	
Due Date	08/27/2017	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:33 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:47 AM	As of 9-7-17 we will be implementing edit check worksheets for all schools that participate in meal plan programs.
	Flagged Linda Scarpa 07/25/2017 02:58 PM	Edit check worksheets must be completed and required comparisons made prior to submitting and certifying the reimbursement claim. The SFA must compare each site's daily counts of free, reduced and paid meals against the number of students in that site currently eligible for free, reduced and paid meals and the attendance adjusted eligible. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	311	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:33 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:51 AM	As of 9-7-17 meal counts are consolidated from each school at central office location before claim is submitted.
	Flagged Linda Scarpa 07/25/2017 02:58 PM	Each site's meal counts by category must be consolidated and reviewed by the certifier and accurately entered in the reimbursement claim. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	800	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:34 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:51 AM	This is an equal opportunity employer.
	Flagged Linda Scarpa 07/25/2017 02:58 PM	The SFA must use the most current non-discrimination statement on all program materials made available to the public. All materials/documents distributed to households or posted on the school's website must contain one of the two nondiscrimination statements found from the link below: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain, in detail, how the correct non discrimination statement will be incorporated in program materials and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	802	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:33 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:53 AM	we have employees available to translate to all households.
	Flagged Linda Scarpa 07/25/2017 02:58 PM	The SFA must take reasonable steps to ensure households who have limited ability to speak, read, write or understand English have access to programs and services. Examples include making meal applications available in multiple languages, having bilingual staff, written language services, etc. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Site Name		
Form Name	Off-Site Assessment Tool	
Question #	803	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:35 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:55 AM	As of 9-7-17 we will be providing a hearing officer to hear and process any complaints.
	Flagged Linda Scarpa 07/25/2017 02:59 PM	SFAs must have a procedure for receiving and processing complaints alleging discrimination in the school meal programs. Complaints can be verbal or written.. The USDA Program Discrimination Complaint Form (#148) can be used and is available on the Department Of Agriculture web site at: www.nj.gov/agriculture/applic/forms/#5 . Civil rights complaints can either be sent to the New Jersey Division of Food and Nutrition which is turn will forward the complaint to the Civil Rights Division of the Regional USDA Food and Nutrition Services Office. Complaints can also be sent directly to the U.S. Department of Agriculture by (1) mail: Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov . Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	805	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:35 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 10:59 AM	As of 9-7-17 special needs are accommodated via program set up by school secretary at each site.
	Flagged Linda Scarpa 07/26/2017 12:06 PM	The SFA must make reasonable accommodations for students with special dietary needs. When a student has a life threatening disability that has been medically documented by a licensed physician, accommodations must be made. Documentation must include a written statement of the need for substitution(s) that includes recommended alternate foods. When a student has a food intolerance, accommodations may be made, but are not required. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	806	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:40 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:00 AM	As of 9-7-17 we are implementing civil rights training for all personnel.
	Flagged Linda Scarpa 07/25/2017 02:59 PM	Annual civil rights training is required for all staff who interact with program participants or applicants (e.g. cafeteria staff, free/reduced application approval). The SFA must keep documentation of the annual training that includes staff who attended, date of training and topics covered. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	900	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:40 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:01 AM	As of 9-7-17 on site monitoring will be completed for all schools going forward.
	Flagged Linda Scarpa 07/25/2017 03:01 PM	
	Flagged Linda Scarpa 07/25/2017 03:00 PM	
	Flagged Linda Scarpa 07/25/2017 02:59 PM	All SFAs must conduct, at a minimum, one on-site accountability review of each school's breakfast program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The SBP On-Site Monitoring Form (#292) must be used. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. All SFAs must conduct, at a minimum, one on-site accountability review of each school's lunch program under its sponsorship by February 1st each year. The on-site review must be conducted by a SFA employee. The NSLP On-Site Monitoring Form (#142) must be used. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1000	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:40 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:02 AM	going forward we will develop a local wellness policy.
	Flagged Linda Scarpa 07/26/2017 12:07 PM	
	Flagged Linda Scarpa 07/26/2017 12:07 PM	
	Flagged Linda Scarpa 07/25/2017 03:06 PM	The SFA must provide a copy of the current Local School Wellness Policy and/or web address where the current policy is posted. In addition, explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1001	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:41 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:05 AM	As of 9-7-17 we will be implementing the correct wellness policy.
	Flagged Linda Scarpa 07/25/2017 03:06 PM	The Local School Wellness Policy must be made available to the public (including parents, students and others in the community). Acceptable methods include disseminating a printed copy or posting a copy on the SFA's school web site. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1002	
Due Date	08/27/2017	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:42 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:06 AM	As of 9-7-17 a local wellness policy will be developed and implemented.
	Flagged Linda Scarpa 07/25/2017 03:06 PM	The Local School Wellness Policy must be reviewed and updated periodically. An example would be to update the policy at an annual stakeholders' meeting. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1003	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:43 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:07 AM	As of 9-7-17 the local wellness policy will be implemented.
	Flagged Linda Scarpa 07/25/2017 03:07 PM	SFAs must permit stakeholders (parents, students, representatives of the school district, physical education teachers, school health professionals, the school board, school administrators, and the general public) to participate in reviewing and updating the Local School Wellness Policy. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1005	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:44 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:07 AM	As of 9-7-17 the local wellness policy will be implemented.
	Flagged Linda Scarpa 07/25/2017 03:07 PM	An assessment of the Nutrition Policy was not available.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1006	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:44 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:07 AM	As of 9-7-17 the local wellness policy will be implemented.
	Flagged Linda Scarpa 07/25/2017 03:07 PM	SFAs are required to inform the public (including parents, students and others in the community) about the results of the most recent assessment of the Local School Wellness Policy. Acceptable methods may include disseminating printed or electronic copies or posting the completed assessment on the SFA's school web site. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1202	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Due Date	08/27/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	CAP Removed Linda Scarpa 07/26/2017 12:08 PM	CAP Removed
	Flagged Linda Scarpa 07/26/2017 12:08 PM	
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1203	
Due Date	08/27/2017	
Corrective Action Status	CAP Removed	
Corrective Action History	CAP Removed Linda Scarpa 07/26/2017 12:10 PM	CAP Removed
	Flagged Linda Scarpa 07/26/2017 12:10 PM	
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1205	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:44 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:10 AM	As of 9-7-17 list will be completed with training hours and expected/planned training hours.
	Flagged Linda Scarpa 07/25/2017 03:09 PM	.
	Flagged Linda Scarpa 07/25/2017 03:08 PM	
	Flagged Linda Scarpa 07/11/2017 06:08 PM	Food service program managers must have at least 10 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
	Flagged Linda Scarpa 07/11/2017 06:01 PM	
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1206	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:46 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:10 AM	As of 9-7-17 list will be completed with training hours and expected/planned training hours.
	Flagged Linda Scarpa 07/25/2017 03:09 PM	
	Flagged Linda Scarpa 07/11/2017 06:09 PM	Full time food staff (working 20 hours or more per week) must have at least 6 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

		database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1208	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:48 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:11 AM	As of 9-7-17 list will be completed with training hours and expected/planned training hours.
	Flagged Linda Scarpa 07/25/2017 03:10 PM	SFAs must track and record the annual training hours completed by each food service program employee. At a minimum, records should list the employee name, school, training title, topics/objectives, training source, dates and total training hours to demonstrate training completion. It is mandatory, if being reviewed, that the Primero Edge Teamwork training tracker tool (accessed through SOARS) be used. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1211	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:49 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:11 AM	As of 9-7-17 list will be completed with training hours and expected/planned training hours.
	Flagged Linda Scarpa 07/25/2017 03:10 PM	Part time program staff (working less than 20 hours per week) must have at least 4 hours of annual training that is relevant to their specific job duties. Training may be obtained in many ways, such as in-person, online, through local meetings, live or recorded webinars, conferences, state agency training, etc. A variety of free and low-cost training resources and formats are available. A good resource is the database of training opportunities available at: http://professionalstandards.nal.usda.gov Explain, in detail, the specific steps that will be taken to meet the annual training requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	Off-Site Assessment Tool	
Question #	1600	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:50 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:13 AM	A packet is sent out indicating the availability of breakfast.
	Flagged Linda Scarpa 07/25/2017 03:10 PM	SFAs must inform households of the availability of the School Breakfast Program at the beginning of the school year and send reminders about the program throughout the school year. Information can be included on printed material or menus that are distributed to households or can be posted on the SFA's web site. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Site Name		
Form Name	On-Site Assessment Tool	
Question #	126	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:52 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:14 AM	Applications were missing the last 4 digits of the social security number and the no social security number box was not checked. Applications were incorrectly determined . There were benefit issuance errors. The correct case number was missing for SNAP/TANF applications. Withdrawn applications were still receiving benefits. All of the above listed violations were corrected on 6-20-17
	Flagged Linda Scarpa 07/25/2017 03:10 PM	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors. Applications were mssing the last 4 digits of the social security number and the no social security number box was not checked. Applications were incorrectly determined . There were benefit issuance errors. The correct case number was missing for SNAP/TANF applications. Withdrawn applications were still receiving benefits.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	137	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:52 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:15 AM	As of 6-20-17 the changes were made onto coded roster.
	Flagged Linda Scarpa 07/25/2017 03:11 PM	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	138	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:52 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:17 AM	As of 9-7-17 an MEL was developed and utilized to accurately reflect the correct determination and any changes.
	Flagged Linda Scarpa 07/25/2017 03:11 PM	The SFA must update the benefit issuance document(s) when there are changes in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. A master eligibility list was not completed.
Site Name		
Form Name	On-Site Assessment Tool	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Question #	139	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:52 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:19 AM	As of 9-7-17 coded rosters were implemented as well as an MEL. In district training will be provided.
	Flagged Linda Scarpa 07/25/2017 03:11 PM	The SFA must update coded rosters whenever there is a change in eligibility as a result of verification, resubmitted applications, new students, transferred or withdrawn students. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	140	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:53 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:20 AM	As of 9-7-17 coded rosters were implemented as well as an MEL. In district training will be provided. Direct cert students were including in the process.
	Flagged Linda Scarpa 07/26/2017 12:13 PM	After conducting each direct certification match in SNEARS, the SFA must update benefit issuance documents, as applicable, to ensure eligible students receive benefits. Errors were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction on the SFA-1. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	207	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:56 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:22 AM	The verification process will be completed correctly as of 10-1-17. and appropriate personnel will be trained via webinar or on site training.
	Flagged Linda Scarpa 07/25/2017 03:11 PM	The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..Describe in the CAP how this will be corrected. The number of applications verified by the SFA must be exactly the same as the sample size number identified in Part 1 of the Verification Collection Report. With the exception of any questionable applications verified for cause, SFAs must not verify more than or less than the sample size calculated. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	208	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:56 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:32 AM	The verification process will be completed correctly as of 10-1-17. and appropriate personnel will be trained via webinar or on site training.
	Flagged Linda Scarpa 07/25/2017 03:12 PM	The Confirming Official must record on the Verification Tracker the date of the confirmation review. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	209	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:56 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:33 AM	The verification process will be completed correctly as of 10-1-17. and appropriate personnel will be trained via webinar or on site training.
	Flagged Linda Scarpa 07/25/2017 03:12 PM	Applications selected for verification must be chosen randomly from error prone applications. If there are not enough error prone applications to meet the required sample size, the SFA must randomly select additional approved applications to meet the required number. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	211	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:56 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:33 AM	The verification process will be completed correctly as of 10-1-17. and appropriate personnel will be trained via webinar or on site training.
	Flagged Linda Scarpa 07/25/2017 03:12 PM	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "We Must Check Your Application Letter" (Form 236). Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	213	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:57 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:36 AM	Going forward we will send them form 255 to all households that have been denied free or reduced meals. date 9-1-17
	Flagged Linda Scarpa 07/25/2017 03:12 PM	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Letter to Notify Household of Audit Results" (Form 255). Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.
Site Name		

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Form Name	On-Site Assessment Tool	
Question #	214	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:57 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:42 AM	The verification process will be completed correctly as of 10-1-17. and appropriate personnel will be trained via webinar or on site training.
	Flagged Linda Scarpa 07/25/2017 03:13 PM	The SFA must update student eligibility status when there are changes in eligibility due to verification results. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Changes in eligibility which result in increased benefit levels must be made as soon as possible, but no longer than 3 operating days of the date the SFA makes the final decision with verification. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	810	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:57 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:43 AM	This is an equal opportunity employer. Statement will be put on all applicable forms.
	Flagged Linda Scarpa 07/25/2017 03:13 PM	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statements [regular and shortened version for limited space (Form #213)], are available on the Department of Agriculture Forms web site or at the following link: http://www.fns.usda.gov/fns-nondiscrimination-statement . Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1212	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:58 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:45 AM	As of 9-7-17 we will refer to the USDA Professional Standards for All School Nutrition Program Employees Handout and keep applicable logs.
	Flagged Linda Scarpa 07/25/2017 03:13 PM	The SFA's enrollment data provided to the State Agency must be accurate. Hiring standards required for the food service director are based on the student enrollment. For guidance, refer to the USDA Professional Standards for All School Nutrition Program Employees Handout. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1215	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:58 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:47 AM	as of 9-7-17 we will provide required food safety training to all required personnel.
	Flagged Linda Scarpa 07/25/2017 03:13 PM	The food service director is required to either have completed 8 hours of food safety training within the last 5 years prior to the on-site AR date or should have completed the training within 30 days of hire, if new. Food safety training must now be completed. A free Food Safety in Schools online training course is available from the Institute of Child Nutrition at www.instituteofchildnutrition.org or the SFA can choose their own online or in person training resource to obtain the required food safety training. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date when the food safety training will be completed.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1216	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:59 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:49 AM	As of 9-7-17 all school personnel involved with meal program will be trained and logs will be kept of trainings.
	Flagged Linda Scarpa 07/25/2017 03:14 PM	School Nutrition Program directors are required to complete at least 12 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1217	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 09:59 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:49 AM	As of 9-7-17 all school personnel involved with meal program will be trained and logs will be kept of trainings.
	Flagged Linda Scarpa 07/25/2017 03:14 PM	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1218	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:00 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:49 AM	As of 9-7-17 all school personnel involved with meal program will be trained and logs will be kept of trainings.
	Flagged Linda Scarpa 07/25/2017 03:14 PM	Full time School Nutrition Program staff are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

		trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1219	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:50 AM	As of 9-7-17 all school personnel involved with meal program will be trained and logs will be kept of trainings.
	Flagged Linda Scarpa 07/25/2017 03:14 PM	Documentation of training hours completed by all employees must be kept. The USDA Training Tracking Tool or the SOARS Team Work tracker can be used to document training hours. Both tools contain all required fields for documenting compliance with professional standard training requirements. If the SFA is using a different tracking tool, it must include all required fields. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1221	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:50 AM	As of 9-7-17 all school personnel involved with meal program will be trained and logs will be kept of trainings.
	Flagged Linda Scarpa 07/25/2017 03:14 PM	Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: http://professionalstandards.nal.usda.gov/ . Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation..
Site Name		
Form Name	On-Site Assessment Tool	
Question #	1400	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:53 AM	As of 9-7-17 the HACCP plan was downloaded and completed at each site.
	Flagged Linda Scarpa 07/25/2017 03:15 PM	The SFA must have a food safety plan in place that includes HACCP standard operating procedures (SOP), as well as monitoring, corrective action, and record keeping procedures. Further guidance on required elements for the HACCP plan can be found in "HACCP Based Standard Operating Procedures" available on the NJDOA website. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. A copy of the written HACCP food safety plan must be available at each school.

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

	Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.	
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	320	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:56 AM	As of 9-7-17 training will be provided for all personnel regarding correct counting and claiming procedures for all schools in district. this process will be monitored annually.
	Flagged Linda Scarpa 07/25/2017 03:15 PM	Daily breakfast and lunch meal totals, by category, must be correctly counted, combined and recorded for each school. The meal counting process should be streamlined and consistently provide accurate counts. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed. The state agency has determined that the inaccurate method counting, combining, and recording of meals for lunch is an ongoing systemic problem. The system of counting meals, must be corrected. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	321	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:57 AM	As of 9-7-17 training will be provided for all personnel regarding correct counting and claiming procedures for all schools in district. this process will be monitored annually.
	Flagged Linda Scarpa 07/25/2017 03:15 PM	Breakfast and Lunch meal counts, by category (free, reduced and/or paid) for the review period must be comparable to the meal counts for the day of review. Counts for the day of review that are significantly different from the review month are indicative of a problem with the meal counting system. SFAs are reminded that second meals and/or other ineligible meals (adults, a la carte, etc.) cannot be counted and claimed. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	324	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:01 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:58 AM	As of 9-7-17 training will be provided for all personnel regarding correct counting and claiming procedures for all schools in district. this process will be monitored annually.
	Flagged Linda Scarpa 07/25/2017 03:15 PM	The system for counting breakfast lunch meals must provide accurate counts and must be implemented properly by the food service personnel responsible for taking daily meal counts. The school did not have a reasonable explanation for patterns that were identified with the free, reduced and/or paid lunch counts, indicating

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

	questionable meal count practices. Since a flaw exists in the method of accountability immediate investigation and corrective action is necessary. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.	
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	325	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:02 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 11:58 AM	As of 9-7-17 training will be provided for all personnel regarding correct counting and claiming procedures for all schools in district. this process will be monitored annually.
	Flagged Linda Scarpa 07/25/2017 03:16 PM	Lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. The state agency has determined that the inaccurate method counting, combining, and recording of meals for breakfast and lunch for the review period is an ongoing systemic problem. The system of counting meals must be corrected. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Fiscal action will be taken. An over claim may be assessed.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	401	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:02 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:01 PM	As of 9-7-17 training will be provided for all personnel regarding correctly claiming meals with required components annually. Procedure will be monitored.
	Flagged Linda Scarpa 07/25/2017 03:16 PM	
	Flagged Linda Scarpa 07/15/2017 11:22 PM	Students must take the required number of components for lunch in order for their meals to be claimed for reimbursement. If the SFA has offer versus serve, students must select at least 3 food components in the proper quantities. One component selected must be ½ cup fruit and/or vegetable. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. If the SFA does not have offer versus serve, students must take all 5 components in the proper quantities. Food service staff/cashiers should receive training on how to accurately recognize a reimbursable lunch. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. One meal counted was missing the required fruit or vegetable.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	402	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:03 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:02 PM	As of 9-7-17 vendors were changed and correct portion sizes are now being offered at all sites.

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

	Flagged Linda Scarpa 07/25/2017 03:17 PM	Portion sizes offered for each required breakfast component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets. Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. All of the juices offered for breakfast were only 1/2 cup of juice. The requirement if is 1 cup.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	403	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:04 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:03 PM	As of 9-7-17 vendors have changed and the correct milk will be offered.
	Flagged Linda Scarpa 07/25/2017 03:17 PM	A minimum of two varieties of fluid milk must be offered throughout the breakfast meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	404	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:04 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:12 PM	As of 9-7-17 signage identifying correct components of a reimbursable meal were placed at the beginning of each serving line within the district.
	Flagged Linda Scarpa 07/25/2017 03:17 PM	Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable breakfast. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation. Signage must be posted at or near the beginning of the serving line/serving area (including classrooms, if applicable) identifying the components of the reimbursable lunch. Posting only a menu does not meet this requirement. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	500	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:04 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:14 PM	As of 9-7-17 Offer vs. serve training will be provided and monitored annually. Personnel will be instructed not to force students to select any component.
	Flagged Linda Scarpa 07/25/2017 03:17 PM	At breakfast, under offer versus serve, 4 food items from the 3 required meal components must be offered to students in minimum required quantities. Students must select a minimum of 3 food items in the required portion size. One of the food items selected must be at least ½ cup fruit and/or vegetable. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

		reoccur in the future. Indicate the date of implementation. Students were told they MUST take the fruit or juice of the day.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	501	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:04 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:14 PM	As of 9-7-17 Offer vs. serve training will be provided and monitored annually. Personnel will be instructed not to force students to select any component.
	Flagged Linda Scarpa 07/25/2017 03:18 PM	Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	502	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:04 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:15 PM	As of 9-7-17 signage identifying correct components of a reimbursable meal were placed at the beginning of each serving line within the district
	Flagged Linda Scarpa 07/25/2017 03:18 PM	Each serving line/serving area must have signage posted at or near the beginning of the serving line (or in classrooms, if applicable) identifying what constitutes a reimbursable meal. Schools using offer versus serve must identify what a student must select, including the requirement to take at least ½ cup fruit or vegetable. Note: Only posting a menu does not meet requirements. A sample sign (Form 300) is available on the Department of Agriculture Form website. Food service staff/cashiers must receive training on how to accurately recognize a reimbursable meal under offer versus serve. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	901	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:05 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:16 PM	As of -9-7-17 moving forward on site reviews will be conducted at each site for all programs.
	Flagged Linda Scarpa 07/25/2017 03:18 PM	SFAs with more than one school must conduct an on-site accountability review prior to February 1st each school year. The NSLP On-Site Accountability Review Form (#142) must be used. Accountability reviews must be conducted by an SFA employee. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	1403	

Administrative Review Report

ESSEX REG ED SERV COMM – Essex Co – 013-01387

Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:05 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:17 PM	as of 9-7-17 the HACCP plan will be downloaded and filled out and kept at each site.
	Flagged Linda Scarpa 07/25/2017 03:18 PM	SFA did not have a copy of the written food safety plan available on day of review. Schools participating in the school lunch and breakfast programs must implement a food safety program for the preparation and service of meals that complies with Hazard Analysis Critical Control Point (HACCP) principles. Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.
Site Name	ESSEX JR ACADEMY	
Form Name	On-Site Assessment Tool - Site	
Question #	1404	
Due Date	08/27/2017	
Corrective Action Status	CAP Accepted	
Corrective Action History	CAP Accepted Linda Scarpa 10/10/2017 10:05 AM	CAP Accepted
	CAP Submitted STEPHEN PALMER 10/05/2017 12:17 PM	As of 9-7-17 food safety inspections will be conducted at each site twice a year.
	Flagged Linda Scarpa 07/25/2017 03:19 PM	SFA did not have documentation indicating that two food safety inspections were requested in the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected. SFA did not have both food safety inspections for the current school year. Schools participating in the school lunch and breakfast programs must, at least twice during the each school year, obtain a food safety inspection conducted by a State or local governmental agency responsible for food safety inspections. Describe in the corrective action how this will be corrected.